

## Library Facility Use Policy

### **Policy Statement**

The Montclair Public Library provides study tables and rooms for not-for-profit, non-commercial groups to meet informally without disrupting quieter areas of the Library.

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### **Regulations**

1. This policy is subject to change at any time.
  2. Library, Library related, and Library sponsored or co-sponsored programs have use of the following facilities which are not available for reservation by the public:
    - A. Conference Room (Main Library)
    - B. Tower Room (Main Library)
    - C. Individual Instruction Room (Main Library)
    - D. Staff areas
  3. Other spaces in the Library are governed by *Meeting Room Use Policy* (MGT-10) and are available for reservation by persons and organizations outside of the Library.
  4. The Library Director may make an exception to this policy for government entities, agencies, and elected officials to hold non-partisan public meetings.
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Approved: July 23, 2017  
Montclair Public Library Board of Trustees